

DELAWARE TRANSIT CORPORATION

POSTING NO 049-2014

POSITION VACANCY POSTING

DATE OF POSTING December 9, 2013

CLOSING DATE December 16, 2013

METHOD OF APPLICATION: COVER LETTER/RESUME

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 16, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 1127 JOB CODE #: 205

POSITION TITLE Human Resources Specialist

PAY GRADE 13 PAY RATE _____ PAY RANGE \$18.516922- \$24.68923
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Administration
SECTION Benefits

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Human Resources (HR) Specialist is responsible for the overall day-to-day administration of the Delaware Transit Corporation’s Drug & Alcohol (D&A) and Benefits Administration programs. The incumbent is responsible for maintaining and updating an action plan to ensure DTC’s Drug and Alcohol Program satisfies Federal Transit Administration mandates through appropriate procedures, goals and objectives. Specific responsibilities include serving as liaison with service providers, transportation contractors, and employees; maintaining appropriate files and documentation, assisting in the development and ongoing updates of the Drug & Alcohol Policy; providing employee D&A awareness information and training; and assisting in the implementation and evaluation of the overall substance abuse management program. In addition, this position provides primary Benefits support to all North District employees as well as back-up Benefits support to the South District Benefits Specialist. Such duties include but are not limited to administering health benefit plans to transit employees including interaction with employees on these matters, resolution of problems that arise in individual cases and maintenance and analysis of records and reports for the purpose of optimizing the economic value of these programs.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in developing a drug and alcohol training curriculum and schedule, and in resolving program-specific issues as they arise.
(Applicants must detail all their experience in determining the drug and alcohol training curriculum and schedule, and in resolving program-specific issues as they arise).

2. Experience in monitoring a drug and alcohol program to ensure compliance under FTA and DOT regulations.
(Applicants must detail all their experience in monitoring and providing input and guidance to supervisors and contractors involved in the drug and alcohol program compliance process).

3. Experience in the day-to-day administration of employees benefits programs.
(Applicants must detail all their experience in the day-to-day administration of benefit programs.)

4. Experience with Trapeze, Excel, PowerPoint and PeopleSoft software systems.
(Applicant must detail their experience in creating PowerPoint presentations, Excel Spreadsheets and utilizing the PeopleSoft and Trapeze systems).

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____ X _____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Minimum Qualifications."

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